

**DUTY STATEMENT**

<i>Classification</i> Energy Analyst	<i>Position No.</i> 5400-5837-023
<i>CBID</i> R10	<i>Office</i> Energy Systems Research
<i>Date Prepared</i> January 27, 2009	<i>Division</i> Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Commission Supervisor II, and as a part of a team, the Energy Analyst performs benefits analysis of research projects sponsored by the Public Interest Energy Research (PIER) Program Management Team. The goal of the PIER Program is to conduct energy research, development, and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. In a learning capacity, and under the direction of the lead for benefits analysis, the incumbent will assist with planning, analysis of benefits, and will report the technical benefits of energy research funded by the PIER Program. The work requires judgment, communication skills, and knowledge of statistical analysis and methodologies. Knowledge of the full spectrum of energy technologies, associated RD&D issues, and technology development stages is desirable. The incumbent will review the literature, will consult with experts in the field, will make recommendations, and will implement the benefits analysis of energy research conducted through the California Energy Commission.

**WORKING CONDITIONS**

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers. The incumbent will participate in and lead meetings with staff from the Energy Commission and with other agencies.

**DUTIES AND RESPONSIBILITIES**

- 50% Benefits Analysis – The incumbent will implement the benefits analysis plan to quantify the benefits of PIER-funded research projects and will report the benefits and costs associated with the research performed. As a member of the benefits analysis team, the incumbent's responsibilities include: defining research objectives and developing the scope of work for specific benefit analyses; making recommendations on research methodology options; identifying data needs and ensuring the collection of data and other information needed to conduct research studies; oversight of field testing, and survey development and other data collection

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instruments; collecting data and performing statistical analyses of data; developing and refining statistical indicators of quality; and developing, enhancing, and maintaining computerized information used to conduct program and process evaluations. Other responsibilities will include reviewing statistical reports used to evaluate research projects; consulting with PIER Program Area staff and managers regarding the scope of the evaluations and research methodologies; learning appropriate economic and statistical methodologies; identifying, recommending, and managing independent program evaluators; and writing and presenting research result summaries. (E)

- 25% Agreement Management. The incumbent will manage agreements to ensure on time, on budget, quality deliverables. The incumbent will develop the agreement including: preparation of the work statement, budget, schedule, special conditions, and other materials necessary to finalize the funding agreement and contract document for effective project management. The incumbent will establish and maintain a business relationship with the contractor; approve contract amendments; receive and review contractor's monthly progress reports. The incumbent will verify that all contract terms and conditions have been met before approving invoices (and, if necessary, dispute a particular invoice); conduct a review of the work completed by the contractor; and make site inspections. The incumbent will review, publish, and distribute reports resulting from the agreement. The incumbent will brief (both orally and in writing) Office, Division, and Commission management on the status of the contract. (M)
- 20% Annual Reporting and Information Requests. Under the general lead of the Energy Commission Specialist II for Program Evaluation and Reporting, the incumbent will make technical contributions and will perform technical review of program annual reports to the California Legislature and the California Public Utilities Commission and response to information requests. The incumbent will present the benefits of the research for various audiences, including summaries, graphics, and web site presentation. The incumbent will provide data, analysis of project and program benefits, and written project summaries to explain the program and the value of the research. (E)
- 5% Other Duties as Required. (Consistent with the specification of the classification) (M)

I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION.			
Signatures			
_____ STAFF Energy Analyst	_____ Date	_____ NANCY LIBONATI Energy Commission Supervisor II (TED)	_____ Date